

## Ingersoll Support Services Inc.

### **Policy: Safety of Persons Supported: Emergency Preparedness Plan**

**Policy # QAM 24b**  
Section: Quality Assurance

Approved by the Board of Directors:  
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Ministry requirement –  
**QAMII.11**

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*The safety and well-being of persons supported by the agency will be assured by regular, daily support practices and by developing an Emergency Preparedness Plan for routine support locations. Each team will have an Emergency Preparedness Plan that will outline actions required in the event of a fire, major accident, disaster or any other occurrence of a serious nature.*

### **Procedure:**

#### **Inside of Premises**

1. A location-specific Emergency Preparedness Plan (see attached F.QAM24b.1) will address emergencies that may occur inside premises owned or operated by the agency where persons are receiving services and supports from the agency, examples of which include power outages, fire, flood, storm damage, pandemic and medical emergency.

#### **2. Fire and/or Smoke**

- In the event of fire or smoke, rescue anyone in immediate danger. Alert others in building of the fire and its location.
- The priority of employees is to safely evacuate the building and ensure people they support get out safely. This can be done by following the site specific, approved fire safety plan, where required under Ontario Regulation 213/07 (Fire Code).
- Then call 911.
- Contain the fire only if it is safe to do so. Close all doors, fire doors and windows near the fire.
- Meet at the designated meeting point and ensure everyone is accounted for.
- Call the Supervisor, Manager or the On-Call system to report the situation.
- Follow the interim location plans if it is not possible for people to remain in their home.

### **3. Natural Disaster/Severe Weather**

- Account for all employees, people we support, and visitors, ensuring that everyone is inside the building. Close all windows and all curtains/blinds.
- Instruct everyone to keep away from windows.
- Gather everyone if necessary into the basement. If no basement is available, gather everyone into bathrooms or other enclosed area if safe to do so.
- Listen to all weather reports for updates. Do not leave basement or enclosed area until the weather warning has been lifted.
- Be prepared for isolation at the premises. Ensure that emergency equipment and supplies are available, or can be readily available.
- Plan if it is not possible for people to remain in their home.

### **Outside of Premises**

4. A person or location specific Emergency Preparedness Plan (see attached F.QAM24b.4) will address emergencies that may occur outside of agency premises. Examples of this may include a medical emergency and instances where a person receiving support runs away or becomes lost.

### **5. Pandemic**

In the event of a pandemic, the ISSI Pandemic Plan based on local community plans will be followed.

- The Coordinator will contact the Public Health Unit for direction.
- All employees will follow Standard Precautions and any additional direction provided by the Public Health Unit.

### **6. Business Continuity**

In the event of an interruption of the business of the agency the ISSI Business Continuity Plan will be invoked by the Executive Director to ensure safety around agency owned or agency operated premises during the service disruption.

### **7. Training of Members**

Staff persons will be trained at Orientation regarding the procedures outlined in the emergency preparedness plan in general, and specifically to the support locations where they work.

## Guidelines for an Emergency Preparedness Plan:

Teams are responsible for communicating the following guidelines and procedures. Each team must complete the associated documentation to ensure that responses to emergencies are conducted safely, quickly, and in an orderly fashion. Emergency Preparedness Plans for each team must incorporate the following:

<b>Emergency Preparedness Plan: On the Premises (F.QAM24b.1)</b>	
Area of Responsibility:	Documentation:
Team:	
Date of Plan Completion :	
Conducted by:	
Where evacuation routes are Posted:	
Designated meeting area during an emergency:	
Alternate meeting area should the designated area be unsafe:	
Location of first aid kit(s):	
Securing Medications:	
Evacuation Emergency Kits:	
Interim Location:	
Additional Individual Needs:	

## **EMPLOYEES, PEOPLE WE SUPPORT, AND VISITOR EVACUATION STEPS**

1. Notify everyone in the building of the emergency.
2. Ensure safety of people you support.
3. Proceed to emergency exit, following posted evacuation route(s).
4. Touch doorknobs/door handles carefully to check for heat/danger.
5. Proceed to designated meeting area.
6. Call 911.
7. Confirm that everyone is safe.
8. Call the Supervisor, Manager or On-Call.

<b>Emergency Preparedness Plan: Outside of the Premises/Absence (F.QAM24b.2)</b>	
Area of Responsibility:	Documentation:
Team/ Location or Person:	
Date of Plan Completion :	
Conducted by:	
What are indicators for absence from support:	
What is immediate action to be taken:	
Who should be contacted:	
What are probable courses of action and/or places for the missing person to go:	
Who are common associates of the person:	
How should a communication network be assembled:	
Who are a list of people to engage:	
Are there critical circumstances: (Medication/ Medical or emotional, etc.)	
Additional Individual Needs:	